



How-To Guide

Find and Request Books



There are two ways to find books: Search (Standard and Advanced) and Browse.

Search

- 1) Enter a search term in the Search Text Box located at the top of every page. This searches all text, including the title, author and contents of every book in the library



Advanced Search

- 2) For a narrower search, select "Advanced Search" next to the Browse link.



- 3) You can search specifically by title, author, ISBN, publisher, images, or you can enter specific phrases in the "full text" field.

A screenshot of the Bookshare Advanced Search interface. The page title is "Find Results For".

- Collection to Search:** A dropdown menu set to "Bookshare".
- Title:** An empty text input field.
- Author:** An empty text input field.
- ISBN:** An empty text input field.
- Publisher:** An empty text input field.
- Synopsis:** An empty text input field.
- Full Text:** An empty text input field.
- Books to Search:** A dropdown menu set to "All Books".
- Quality:** A group of checkboxes: Publisher Quality, Excellent, Good, Fair.
- Images:** A group of checkboxes: Contains Images, Contains Image Descriptions.
- Language:** A dropdown menu set to "English".
- Grade:** A dropdown menu set to "All Grades".
- Sort Results:** A dropdown menu set to "By Relevance".

Advanced Search

- 4) You can also further filter by category.

Filter By Category (selecting none searches all)

- | | | |
|---|---|--|
| <input type="checkbox"/> Animals | <input type="checkbox"/> History | <input type="checkbox"/> Poetry |
| <input type="checkbox"/> Art and Architecture | <input type="checkbox"/> Home and Garden | <input type="checkbox"/> Politics and Government |
| <input type="checkbox"/> Biographies and Memoirs | <input type="checkbox"/> Horror | <input type="checkbox"/> Psychology |
| <input type="checkbox"/> Business and Finance | <input type="checkbox"/> Humor | <input type="checkbox"/> Reference |
| <input type="checkbox"/> Children's Books | <input type="checkbox"/> Language Arts | <input type="checkbox"/> Religion and Spirituality |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Law, Legal Issues and Ethics | <input type="checkbox"/> Romance |
| <input type="checkbox"/> Computers and Internet | <input type="checkbox"/> Literature and Fiction | <input type="checkbox"/> Science |
| <input type="checkbox"/> Cooking, Food and Wine | <input type="checkbox"/> Mathematics and Statistics | <input type="checkbox"/> Science Fiction and Fantasy |
| <input type="checkbox"/> Disability-Related | <input type="checkbox"/> Medicine | <input type="checkbox"/> Self-Help |
| <input type="checkbox"/> Drama, Plays and Theater | <input type="checkbox"/> Military | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Earth Sciences | <input type="checkbox"/> Music | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Education | <input type="checkbox"/> Mystery and Thrillers | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Nonfiction | <input type="checkbox"/> Study Guides |
| <input type="checkbox"/> Foreign Language Study | <input type="checkbox"/> Outdoors and Nature | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Gay, Lesbian, Bisexual and Transgender | <input type="checkbox"/> Parenting and Family | <input type="checkbox"/> Teens |
| <input type="checkbox"/> Health, Mind and Body | <input type="checkbox"/> Philosophy | <input type="checkbox"/> Textbooks |
| <input type="checkbox"/> Travel | | |
| <input type="checkbox"/> Westerns | | |

Browse

- 1) Select the “Browse” link under the Search Text Box located at top of every page to find a list of Popular Collections curated by Bookshare.

The screenshot shows the Bookshare homepage. At the top, there is a search bar with the placeholder "Title, author or ISBN" and a magnifying glass icon. To the right of the search bar are "My Account" and "Log out" links. Below the search bar is a blue "Advanced Search" button and a red "Browse" button, which is circled in red. The "Browse" button is located in the top right corner of the search bar area.

The screenshot shows the "Popular Collections" page. At the top, there is a "Search Collections" button. Below it, there are several sections of curated collections:

- Popular Collections:**
 - New York Times Children's Best Sellers: Cover of "MINECRAFT: THE CRASH" by Tracey Baptiste.
 - New York Times Fiction Best Sellers: Cover of "SUMMER WIVES" by Beatriz Williams.
 - New York Times Non-Fiction Best Sellers: Cover of "INDIANAPOLIS" by Lynn Vincent and Sara Vlasic.
 - Summer Reading Road Trip: Cover of "SUMMER OF THE MARPODAS" by Cia Macias.
- Great Summer Reads:** Cover of "How to Stop Time" by Matt Haig.
- Most Popular Downloads:** Cover of "SCHOOLED" by Gordon Korman.
- New Books:** Cover of "EMILY GIFFIN: all we ever wanted".
- Popular Series:** Cover of "Miss Boffe".

At the bottom, there is a section titled "Browse Other Collections" with several buttons:

- For Kids
- For Teens
- For Adults
- Awards
- General Resources
- Disability Resources
- Libros en Español
- For Teachers

Request Books

You can request to have books added to the Bookshare collection.

- 1) On the Help Center page, select the “Request a Book” link.

Bookshare
A BENETECH INITIATIVE

Title, author or ISBN Tanya Teacher Log out

Advanced Search Browse

Is Bookshare For Me? Get Involved My Bookshare

Help Center

- User Feedback
- Learning Center
- Request a Book

Video: Take a tour of the Help Center

Search the Help Center

Hot Topics

How do I reset my password?

How do I renew my account?

How can a Student read more books?

Reading Tools Manage My Account Learn About Bookshare Resolve Issues

- 2) Select the “Book Request Form” link.

Request a book

Video Tutorial: How to Request a Book

You will need to be logged into your Bookshare account and be a member from the U.S.

We appreciate when you search the collection before making a request. If you're new to searching the collection, we have [tips](#) that can help. Note that Bookshare may have alternate editions available in our library. We highly recommend using these alternate editions if possible as they are immediately available.

If the book you need is not in the collection, fill out a [book request form](#). Title and/or ISBN are required; it is helpful if you have author, publisher and copyright year as well. If we need additional information to fulfill your request, we'll contact you promptly.

We encourage students and educators to place requests as early as possible for upcoming school terms. Your request will go through many stages to be converted into an accessible format, and we cannot guarantee a specific turnaround time.

Topics:

[Find Books](#)
[Requesting Books](#)
[Hot Topic](#)

- 3) Provide as much information as possible. The ISBN is particularly helpful.

Book Request

Have you used the [Advanced Search](#) form? If so and you still could not find the title you need, please complete the following form. Title or ISBN is required, and the more information you provide makes a faster turnaround time for the Bookshare team. Priority for content acquisition is for members and educational materials. Thank you.

The title and/or the ISBN are required

ISBN number must be provided in a valid format such as 0-123456-47-9 (10-digit) or 978-0-123456-47-2 (13-digit). You may also use spaces instead of dashes, or no spacing at all, if you prefer.

Is this title required for school?

Yes No

Title

ISBN

Author

Publisher

Copyright Year

Additional Comments/Hints for the Bookshare Staff:
(e.g. would National or other state edition work? Is there another ISBN or year? Is the book available from the [NIMAC](#)? etc.)

[Next](#)

- 4) The Bookshare team will reply to your email within three business days with the status of your request. You can also track the status on your “My Bookshare” page by selecting the “My Requests” link.

My Bookshare

My Bookshare

- [My History](#)
- [My Reading Lists](#)
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Welcome Tanya Teacher

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